

INTERNET JOB SEEKER SERIES

By Bruce A. Bennett

Resumes, Cover Letters, and Applying Online

Monday, July 12, 10am - 12pm

This presentation showcases resume styles and the elements that go into building your resume. Every job application requires unique skills, and this session will show you how to improve your resume to match the jobs to which you are applying. Additionally, we will discuss cover letters and learn about ideas to include. Follow link to register: https://us02web.zoom.us/join/zoom/register/tZYvf--qrDwoEt0Yb_Gt0rEzNUJ4bcsZEtp2

Guide for a Winning Interview

Monday, July 19, 10am—12pm

Guide for a Winning Interview is an in-depth review of the interview process. Preparation is a key element to acing an interview. Learn the best approaches from the initial phone screen to the face to face meeting with the hiring manager. You will hear great answers to several standard questions, including the dreaded "Tell Me About Yourself". Follow the link to register: <https://us02web.zoom.us/join/zoom/register/tZYscuypqTsjGtBSpa2pDqok0j0AfuauAH6Y>

LinkedIn for Your Job Search

Wednesday, July 21, 10am - 12pm

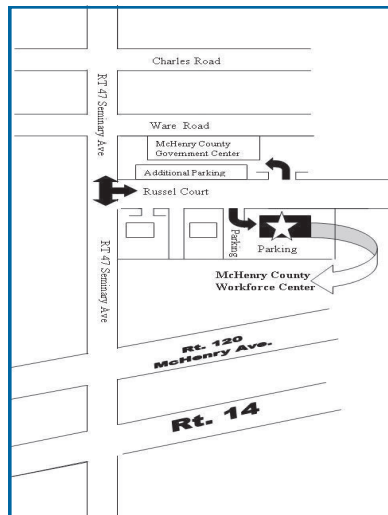
This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. You will be able to identify the different features available on LinkedIn and where to focus your attention. Learn how to successfully build your network of connections and the use search tool filters that LinkedIn offers. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn. Follow the link to register: https://us02web.zoom.us/join/zoom/register/tZAufuqojkijGNRZm-zQ9-LEb_fdgzbSaUm

LinkedIn Strategic Guidelines

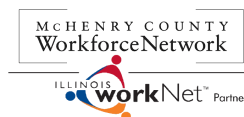
Monday, July 26, 10am - 12pm

LinkedIn is a powerful tool for networking, research, and marketing yourself to clients and employers. This session teaches strategic practices for building your LinkedIn internet presence and marketing yourself. The use of hashtags and ampersands will be covered as well as going mobile with the LinkedIn app. Follow the link to register: <https://us02web.zoom.us/join/zoom/register/tZwkDoyurD4iH9Zy82INsSnkBXEZTYyPIWVa>

NOTE: For the LinkedIn Workshops, attendees must already have a LinkedIn Profile. A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at www.mchenrycountyworkforce.com



Parking permitted in MCWN lot and across the street in Government Center **ONLY**. **ALL OTHER LOTS WILL TOW VEHICLES.**



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711.***

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, Il 60098. 815-338-7100 ext. 2793

July 2021

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@yahoo.com

Resource Room Hours
Monday-Friday
8:30am - 4:00pm

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME CRITIQUE

30 - 45 minute sessions

Dean Eitel - July 12 and 19
10 - 12

Email: deitel@depaul.edu

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - July 5 and 19
9:30 - 10:30

Email: mcwnkraig@gmail.com

LINKEDIN CRITIQUES

Session is for profile review and / or
Q&A about LinkedIn usage

Bruce Bennett - Contact to schedule
mcwnbennett@hotmail.com

Employability Training Workshop Communication Skills

Thursday, July 22, 9 - 11am

Participants will learn problem solving and decision making frameworks that can be applied to common workplace situations; leverage right and left-brain thinking to analyze problems, identify creative ideas, and implement solutions.

Follow the link to register:

<https://mchenrycc.zoom.us/join/mtJMpdeGrqzgpGNbzOI0kk0CS770khgINhzWp>

Microsoft PowerPoint Essentials Class

Friday, July 16, 10:00 - 11:00am

The Microsoft PowerPoint Essentials workshop will show you how to create, format, edit and save a presentation.

Follow the link to register:

<https://us02web.zoom.us/join/tZIoce-pqDwvHdcRouGrXloncgRXfzOKKXw9>

Career Workshops and Services

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.

All Workshops and Seminars will be done in a virtual setting.

**For questions please call (815) 338-7100 ext. 2771
or email workforcecenterRR@yahoo.com**

CAREER PATHWAYS WORKSHOP

Tuesday, July 6, 1 - 2pm

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County.

Follow the link to register:

<https://us02web.zoom.us/join/mtYtrD8iGtyKz5stMjiWPVWcurtrOxF9>

STRESS MANAGEMENT

Thursday, July 21, 1 - 2pm

Come learn helpful ways to cope with job loss and maintain your mental health by practicing mindfulness, changing negative habits, and unplugging from the overstimulation's of modern day society. Workshop will involve practicing breathing exercises and completing self-care assessment worksheets.

Follow the link to register:

<https://us02web.zoom.us/join/tZUocumqgjkvGNlpYFFwbubNVqDEunnOnUh>

Employability Training Workshop Professionalism

Thursday, July 29, 9 - 11am

Participants will explore defining and adopting a personal code of conduct that will support future career growth.

This workshop will include learning how to identify and align with employer expectations and explore ways to maintain professionalism in the face of workplace and personal challenges.

Follow the link to register

<https://mchenrycc.zoom.us/join/tJIsfu-srDovHNNEV3XIWasolosurjy7R1Ld>

Explore the Illinois Workforce Portal
www.illinoisworknet.com

NETWORK TO SUCCESS JOB CLUB

Wednesday, July 14, 1 - 3:00pm

**The Elevator Pitch and
Other Job Search Tools**

The elevator pitch is an essential element of any job search. Learn effective ways to communicate your skills and passion for networking and interviewing. Additional job search tools are important and those topics will be presented. Business cards, skills inventory, and email signatures can be included in your job search toolbox.

Presented by Bruce Bennett

Follow link to register:

https://us02web.zoom.us/join/tZ0ucOCuqD0pHdIE_F2yrTZxkorQA7VDxE-q

WIOA INFORMATION SESSION

Thursday, July 7, 9:30-10:30am

McHenry County Workforce Network has a variety of programs and services for job seekers seeking assistance in meeting the challenges of today's job market. We provide a one-stop system for employment related services in McHenry County and are part of a nationwide system. Come to an information session to learn more!

Follow the link to register:

<https://us02web.zoom.us/join/tZAlduqsqzoiH91EPfPMPaXqY61VomJNF9e>

Apply for potential training ONLINE at:
www.mchenrycountyworkforce.com

Microsoft Word Computer Class

Friday, July 30, 10:00 - 11:00am

The Microsoft Word Essentials workshop will show you how to create, format, edit and save a document.

Follow the link to register:

<https://us02web.zoom.us/join/tZEtfu2sqjsiGt3LX3mhDn6-1CZ-bhb45XSF>

CLOSED

Monday, July 5 in
observance of
Independence Day

